Job Description: Scene Shop Assistant

Graduate Staff Assistant Job Description-Drama Scene Shop

The scene shop manager will assign work to staff assistants in one or more of the following areas. Consideration will be given to the ASE's strengths and interests; however, there is no guaranteed rotation among the assigned departments. An ASE may be required to rotate into another department at any time in a given quarter.

Please pay attention to the start and end dates of each quarter's ASE assignment as they are not the same as the start and end dates of the academic calendar! Those dates can be found at the bottom of this web page at the workload description.

Paint Shop:

- Assist the staff Scenic Artist in the day to day operations of the paint shop.
- Paint scenery, organize and maintain the shop space. Monitor shop stock.
- May direct others.
- Some lifting required.
- Other duties as required.

Additional requirements: Valid driver's license.

Scene Shop:

- Assist staff Technical Director in day to day operations of the scene shop.
- Fabricate scenery.
- Transport, assemble, and strike stage scenery.
- Work with power woodworking and metalworking tools.
- Organize and maintain shop space.
- May direct others.
- Some lifting required.
- Other duties as required.

Additional requirements: Valid driver's license.

Properties Shop:

- Assist the staff Properties Manager with the locating, organizing, construction and delivery of props and furniture for the School of Drama built shows for the quarter of their assignment.
- Maintain and organize stock property and furniture storage.
- May direct others.
- Some lifting required.
- Other duties as required
**Electrics Shop:**
- Assist the staff Master Electrician in day to day operations.
- Hang circuit and focus lighting equipment for School of Drama productions.
- Requires work on ladders; aerial work platform and scaffolding.
- May direct others.
- Some lifting required
- Other duties as required.

**Additional requirements:** Valid driver's license required.

**Scene Shop GSAs**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Scene Shop GSA</th>
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<tbody>
<tr>
<td>Supervisor</td>
<td>Alex Danilchik, (206)543-5634, <a href="mailto:alexd@uw.edu">alexd@uw.edu</a></td>
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</tbody>
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**Procedures used for evaluation**
- Completes tasks in a timely manner
- Attendance/punctuality
- Willingness to take on "ad hoc" duties
- Initiative
- Attitude
- Attention to detail
- Organization
- Communication with supervisor
- Overall focus on projects

You will receive a copy of this evaluation. Re-appointment is dependent on satisfactory job performance.

**Workload**
An average of 20 hours per week, for a total not to exceed 220 hours for the quarter.

Use the ASE schedule to see when you will be required to work in the scene shop for each quarter. The ASE work period starts before classes begin and ends after the last day of class in each quarter, so plan time away accordingly. You are responsible for fulfilling your required ASE hours.

- Autumn – Sept 16-Dec 15
- Winter – Dec 16-March 15
- Spring – March 16-June 15

**Training programs**
- As arranged with supervisor

**Work location**
Drama Scene Shop, 3941 University Way NE, Seattle

Updated 9/1/2010